

DeIDOT Contacts

DBE coordinators provide technical assistance to all DeIDOT DBE certified firms, monitor the work performed on various DeIDOT projects, and collect statistical information to support Federal Highway (FHWA) program funding.

DeIDOT DBE Program Staff Dover, DeIDOT Administration Building

Acting Program Manager
Richard Rexrode
302-760-2029
richard.rexrode@state.de.us

Administrative Assistant
Anna Isip
302-760-2035
anna.isip@state.de.us

Support Services Specialist
Marguerite A. Davis-Isaac
302-760-2054
Marguerite.Davis@state.de.us

Professional Services

Consultant Control Coordinator
James Hoagland
302-760-2036
jim.hoagland@state.de.us

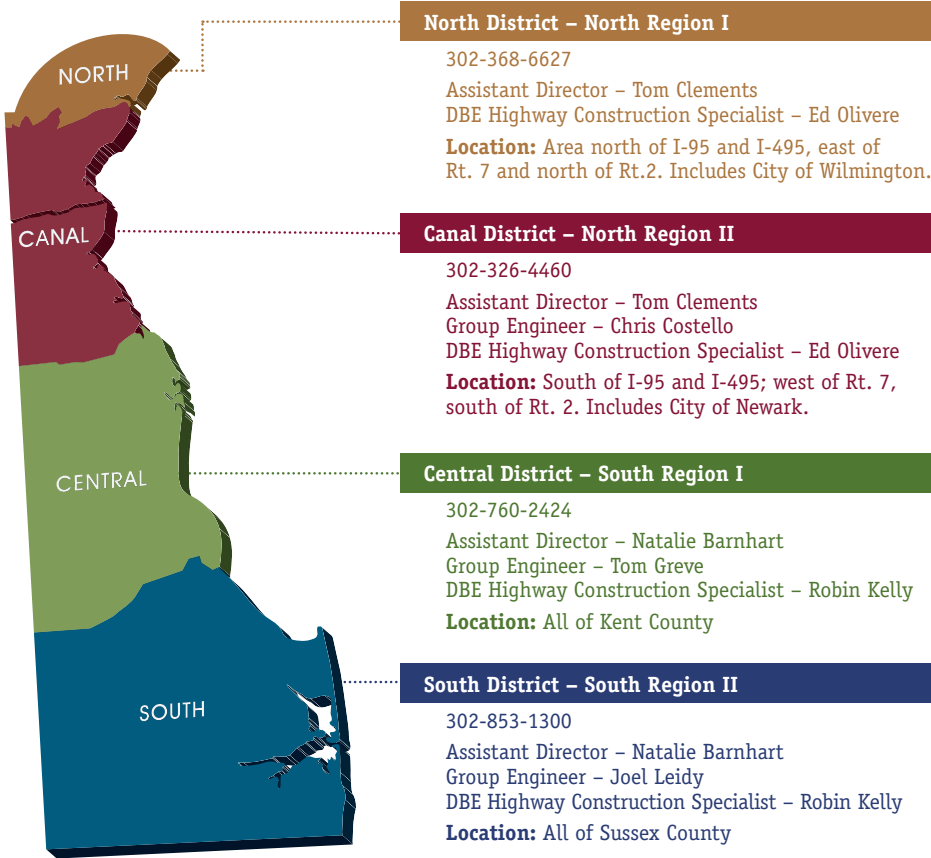
Administrative Specialist
Susan Robinson
302-760-2034
susanh.robinson@state.de.us

Construction Services

Contract Control Coordinator
Scott Gottfried
302-760-2033
scott.gottfried@state.de.us

Construction & Supply Contracts

Check the accompanying map to find the DeIDOT operations district and DBE Program Manager nearest your business.



FOCUS



ON DBE

SUMMER 2006

Encouraging participation of Certified Disadvantaged Business Enterprises in Delaware Contracting and Procurement Activities.

Staff Reaches Out to DBEs and Potential DBEs at “Meet & Greet” and Other Events

1st Annual Meet & Greet

By Richard Rexrode

Seventy people attended our first “Meet & Greet” networking event on April 19, including 20 DBE firms and 18 prime contractors/consultants. Tables displayed brochures and each of our attending DBE firms was highlighted in a slide presentation that looped continuously throughout the 3-hour event. Many DBE firms used the opportunity to talk about their products and services, while others made personal contact with other attendees.

We are looking forward to making this very successful event even better next year, so please let us know if you have any ideas. I extend a personal thank you to all who attended and a special thanks to the DBE staff that worked so hard to produce the event.

National DBE Convention

By Anna Isip



Richard Rexrode and Robin Kelly raise awareness about DeIDOT’s DBE Program.

“Ready, Willing and Able” was the theme for the 2nd Annual National Disadvantaged Business Enterprise Conference & Secretary of Transportation’s Minority Business Awards Ceremony held in Baltimore in December 2005 and attended by the DeIDOT DBE Program’s Richard Rexrode, Robin Kelly, and Anna Isip. The U.S.

Department of Transportation (US DOT), along with the Office of Small and Disadvantaged Business Utilization and the Minority Resource Center (OSDBU/MRC) partnered with the Maryland Department of Transportation (MDOT) to sponsor this year’s conference.

The US DOT’s Minority Resource Center’s (MRC) goal is to assist DBEs in identifying and obtaining DOT contracts with Federal, state and local transportation-related projects. As a result of our presentation and information to women and minority-owned firms on how to be certified with DeIDOT, over forty firms have requested certification packets. For additional information on MRC, call 800-532-1169.

Economic Development Seminar

By Anna Isip

Robin Kelly, Marguerite Davis-Isaac, and Anna Isip also participated in the 20th Annual Madame C.J. Walker Award Luncheon & Economic Development Seminar on March 24, 2006. Sponsored by the National Coalition of 100 Black Women (NCBW, Pennsylvania Chapter), the informative economic development seminar was led by four panelists of African-American female entrepreneurs who are successful in their respective fields. Our own Robin Kelly delivered a superb presentation highlighting the DeIDOT DBE Program’s mission and how the program can help certify minority-owned businesses. Approximately 200 people attended the seminar.

For more information regarding the National Coalition of 100 Black Women, please go to www.ncbw.org or call 212-947.2196.

Recently Certified

D B E s

- Quality Environmental Professionals, Inc.
- Camden Trans
- Paul Carpenter Associates, Inc.
- Angarai International, Inc.
- M & M Enterprises
- Magnatex, Inc.
- Mountain Consulting, Inc.
- Millenium Information Technologies, Inc.

Upcoming Education Opportunities

When your schedule permits, be sure to attend some of these low-cost SCORE or New Castle County Chamber of Commerce business development sessions. DBE Program training classes are free! All provide great opportunities to learn and to network with other business owners and upcoming entrepreneurs.

Business Development Sessions

May 24 Pricing Strategy – Sponsored by SCORE

Cost: \$35
Newark Senior Center
5:45 – 8:45PM
For more workshop information:
www.scoredelaware.org/workshop.htm

June 15 7 Keys to Business Stardom by Marketing on a Shoestring Budget — Sponsored by New Castle County Chamber of Commerce

Cost: \$20 members (2nd person no-charge), \$30 non-members
630 Churchmans Road
7:30 – 9:30AM
For more workshop information: www.nccccc.com or email John McKay at mckay@nccccc.com or call 302-737-4343

DBE Program Training Sessions

To learn more, or to sign up for any of the following FREE training sessions, call Support Services Specialist Marguerite Davis-Isaac at 302-760-2054. Businesses are also encouraged to call Marguerite about DBE training sponsorship opportunities.

Bidding Processes & DelDOT’s Standard Specifications

May 25 A116, DTCC Stanton Campus, 9:00 AM to noon

—Tentative—

Contract Negotiation and Contract Dispute Resolution

June 27 Rm 535A, DTCC Owens Campus
William Carter Partnership Center, 9:00 AM to noon

June 28 CTC 407B, DTCC Terry Campus, 9:00 AM to noon

June 29 A116, DTCC Stanton Campus, 9:00 AM to noon

—Tentative—

State Labor Law Requirements

July 25 Rm 535A, DTCC Owens Campus
William Carter Partnership Center, 9:00 AM to noon

July 26 CTC 407B, DTCC Terry Campus, 9:00 AM to noon

July 27 A116, DTCC Stanton Campus, 9:00 AM to noon

—Tentative—

Cash Flow Management

Aug. 22 Rm 535A, DTCC Owens Campus
William Carter Partnership Center, 9:00 AM to noon

Aug. 23 CTC 407B, DTCC Terry Campus, 9:00 AM to noon

Aug. 24 A116, DTCC Stanton Campus, 9:00 AM to noon

Your Business Plan

think of a business plan as a blueprint
for your company's future.

Your business plan will be useful not only to obtain financing, but also to shape decisions about what you plan to do to make money, who you will hire and when, and how you plan to compete in the marketplace. A good plan will help you determine if the industry you have chosen will continue to survive and if there is room for your company in it. It will present investors an accurate, thorough picture that will make your firm “bankable” to financial institutions. And a well-written business plan will serve as a management tool to keep you on track to achieve your highest goals.

Start by checking your library, bookstore or online sources for a guide to creating a convincing, well-conceived business plan. There are many good ones. As an idea-starter, look for examples of successful plans for businesses similar to yours, though each is unique, as yours should be also.

For more information on upcoming “Effective Business Plan Writing Made Easy” sessions, go to www.scoredelaware.org/workshop.htm or call 302-573-6552.



Typical Business Plan Structure

Many plans begin with an Executive Summary that tells in a few words the products or services a business will offer. It includes the name of the business and who the owners and leaders are, or soon will be, and summarizes the Business Plan. The main body of the plan analyzes the industry, the strengths and vulnerabilities of the competition, market assumptions, sales and marketing strategies, and the “nuts and bolts” of where and how the business will operate.

If a business owner is seeking investors, the plan must include the owner’s experience and qualifications for running this specific business, as well as the industry, management and technical experience of the key members on the management team. Though investors understand businesses usually lose money in the first few years, they will be interested in a repayment plan for any monies borrowed.

As a certified DBE, your business has probably been in existence for a year or more, and you should work with your accountant to supply financial statements, including balance sheets, profit and loss statements and cash flow projections. If the business has not begun, all these will need to be estimated.



New Staff Members

WELCOME

Marguerite A. Davis-Isaac

DBE Support Services Specialist

Phone: (302) 760-2054
E-mail: Marguerite.Davis@state.de.us



Marguerite Davis-Isaac joined DelDOT’s DBE team as the Support Services Specialist in February 2006. Marguerite assists in the development of firms so they can compete successfully in the marketplace outside the DBE Program.

She provides DBE firms with information about training opportunities outside the DBE Program. She also schedules training sessions on the Bidding Processes and DelDOT’s Standard Specifications, Contract Negotiation and Contract Dispute Resolution, Cash Flow Management, State Labor Law Requirements and First Aid, Safety and Corporate Benefits tri-annually, in each Delaware County.

Marguerite provides DBE firms information about resources offered inside – as well as outside – the DelDOT DBE Program. She identifies, coordinates or attends DBE related activities in the Tri-State area such as trade fairs, networking mixers, and expos for small businesses.

Contact Marguerite for DBE Directory or newsletter information, or to inform her of firm achievements to print in the newsletter, or other supportive service needs and questions.

Anna Isip

DBE Administrative Assistant

Phone: (302) 760-2035
E-mail: Anna.Isip@state.de.us



Anna Isip joined DelDOT in August 2005 to provide administrative support for the DBE Program.

She is the first point of contact for the DBE certification applicants. She provides information on how to get DBEs started in the certification process and assists them in the initial part of the process. Anna maintains the DBE Directory and the Certified Firms files. She ensures that all required re-certification paperwork is processed in a timely manner and keeps track of the day-to-day matters that concern the DBE certified firms.

Ms. Isip worked as a mainframe computer operator for the Delaware Department of Technology prior to joining DelDOT. She has more than 15 years experience in administrative, managerial, and technical support at various industries that include manufacturing companies, international financial institution, the state government, and educational institution.

She holds Associate in Applied Science degrees in Accounting from Enverga University in the Philippines and Computer Information Systems from Delaware Technical College.